

It is the policy of the board to: (a) prevent user access via its technological resources to, or transmission of, inappropriate material on the Internet or through electronic mail or other forms of direct electronic communications; (b) prevent unauthorized access to the Internet and devices or programs connected to or accessible through the Internet; (c) prevent other unlawful online activity; (d) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (e) comply with the Children’s Internet Protection Act.

I. ACCESS TO INAPPROPRIATE MATERIAL

A. Use of Technology Protection Measures

The school system’s Director of Accountability and Technology shall ensure that technology protection measures are in place to block or filter access to inappropriate material as required by law and policy 3226/4205, Internet Safety, and shall ensure the proper installation, maintenance, and use of all technology protection measures in the schools.

B. Supervision and Monitoring

Because no technology protection measure provides total protection from access to inappropriate material at all times, the technology user is ultimately responsible for his or her activity on the Internet. Teachers and supervisors shall reasonably monitor and supervise user compliance with the requirements of policy 3225/4312/7320, Technology Responsible Use.

C. Requests to Unblock Websites, Web Pages, or Web Content

A student or employee who believes that a student-appropriate website, web page, or web content has been improperly blocked by the school system’s filter should follow the procedure below to request access to the information.

1. Employees, on their own behalf or on behalf of a student enrolled in their class, may enter a technology work order on the Big Web Desk or other designated site to submit an electronic request for access to a website, web page, or web content. Alternatively, a user may make a request to the principal or designee. The request should specify the site, page, or content to which access is requested.
2. The Director of Accountability and Technology or designee shall decide whether to grant or deny any electronic or written request for access within three days of receipt.
3. If the request is approved, the Director of Accountability and Technology

or designee shall promptly notify the requestor through the technology work order system. The Director of Accountability and Technology or designee shall unblock the requested website, web page, or web content immediately.

4. If the request is denied, the user may appeal in accordance with policy 1740/4010, Student and Parent Grievance Procedure, or policy 1750/7220, Grievance Procedure for Employees. Users who wish to remain anonymous during the appeal may submit an anonymous request for review to the superintendent or designee, stating the website, web page, or web content that he or she would like to access and providing any additional detail the user wishes to disclose.
5. Material subject to the request will remain blocked while the review is pending. If the request is granted, the website, web page, or web content will be unblocked immediately.

D. Requests to Disable Technology Protection Measures for Work-Related Reasons

The principal, with prior approval of the superintendent, may allow a technology filter or other protection measure to be (1) temporarily adjusted to a less restrictive level or, (2) in extraordinary circumstances, disabled for a brief period during non-instructional hours. Such adjustment to or disabling of the technology protection measure shall be solely for use by a teacher or other instructional employee or a school administrator for curriculum or other work-related reasons and shall be in accordance with the following procedure:

1. The requesting party must be a teacher or other instructional employee, or a school administrator.
2. The requesting employee must apply in writing for permission from the principal to adjust or disable the technology protection measure(s). The request to adjust or disable the technology protection measure should specify the following information:
 - a. whether the request is to disable the technology protection measure or to temporarily adjust it to a less restrictive level;
 - b. the day(s) on which the employee requests the technology protection measure to be disabled or adjusted;
 - c. the specific time period requested, including beginning and ending times; the time period for a request to disable the technology protection measure must not exceed one class per day;
 - d. the work-related reason for the request; and

- e. the name and contact information of the requesting employee.
3. The principal shall consult with the Director of Accountability and Technology to consider the request and shall provide a response to the request within three days.
4. The principal or Wide Area Network (WAN) engineer shall monitor Internet access while the technology protection measure(s) are disabled to prevent children from gaining access to inappropriate material.
5. The Director of Accountability and Technology or WAN engineer shall ensure that all technology protection measures are restored immediately after the approved time period ends.

II. STUDENT AND EMPLOYEE EDUCATION

A. Technology Responsible Use Agreement

1. The Director of Accountability and Technology shall develop a Technology Responsible Use Agreement to govern access to school technology and Internet resources. The agreement shall be consistent with policy 3225/4312/7320, Technology Responsible Use.
2. All technology users must sign the Technology Responsible Use Agreement before accessing any school technology resources, including network and Internet resources.
3. The Technology Responsible Use Agreement must be signed each school year and kept on file at the school for the remainder of the school year.
4. A violation of the Technology Responsible Use Agreement may result in a loss of access to the Internet and/or other school technological resources.

B. Student Instruction

The school media coordinator or school technology facilitator shall provide age-appropriate instruction for students who use the school system's Internet services. The instruction provided will be designed to support the school system's commitment to educating students in digital literacy and citizenship and will address the following topics:

1. the standards and acceptable use of Internet services as set forth in policy 3225/4312/7320, Technology Responsible Use;

2. student safety, security, and appropriate behavior while online, including behavior on social networking websites, in chat rooms, and when using electronic mail, instant messaging, and other forms of direct electronic communications;
3. cyberbullying awareness and response;
4. prohibited online activities, such as “hacking” or other attempts to gain unauthorized access, copyright violations, and other unlawful activities;
5. unauthorized disclosure, use, or dissemination of students’ personal identification information or that of other minors; and
6. compliance with technology protection measures implemented by the school system.

Following completion of this instructional training, each student must acknowledge in writing that he or she received the instruction, understood it, and will follow the provisions of policy 3225/4312/7320, Technology Responsible Use, before being allowed to access the Internet using the school’s network. A signed Technology Responsible Use Agreement form and a record of training provided are mandatory before any student may access the school network, Internet, or technology.

C. Employee Instruction

The school media coordinator or school technology facilitator shall provide Internet and technology safety training for all instructional personnel and administrators. This training shall include instructions on how to educate, supervise, and monitor computer network, Internet, and technology use in the school.

Issued by the Superintendent: December 01, 2016

Reviewed:

Revised: